



Software Learning Centers
1916 SE. Port St. Lucie Blvd
Port St. Lucie, Florida 34952
PHONE: 772.337.4005 FAX: 772.337.0870



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Outlook 2002 Advanced: Level 3

Course Specifications

Course number: 084622
Software Version Number: Microsoft Office 2002
Course length: 1 day

Course Description

Overview: Students enrolling in this course will learn additional Outlook skills including importing data, performing a mail merge, using Instant Messenger from Outlook, accessing a newsgroup, using the Journal, configuring and securing Outlook, using the Internet with Outlook, working offline or remotely, and creating custom forms.

Prerequisites: Students enrolling in this class should be familiar with personal computers and be able to use Outlook 2002 to send, receive, and manage mail messages, schedule and manage appointments, meetings, and events, and create and manage contacts, tasks, and notes. It also assumes that students can customize their Outlook environment and work with Public folders.

- Windows 2000: Introduction
- Outlook 2002: Level 1
- Outlook 2002: Level 2
- Word 2002: Level 1
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Delivery Method: Instructor-lead training.

Benefits: After taking this course, students will be able to import data, perform a mail merge, use Instant Messenger from Outlook, access a newsgroup, use the Journal, configure and secure Outlook, use the Internet with Outlook, work both offline and remotely, and create custom forms.

Target student: This course is designed for persons interested in learning Outlook 2002's advanced features. It is also intended for those preparing to pursue certification as Microsoft Office User Specialist (MOUS) in Outlook.

Performance-Based Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- You will work with Contact data to import information, to perform a mail merge, and to map an address.
- You will use MSN Messenger to send and respond to an instant message, as well as access a newsgroup to view messages.
- You will use Outlook's Journal tool to record, create, and open journal entries.
- You will configure a dial-up connection, add an account, and set global security options.
- You will interact with the Internet to share free/busy calendar information, schedule an online meeting, add a Web page shortcut, create a folder home page, and insert a hyperlink in an e-mail message.

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- You will learn the necessary steps involved to work either offline or remotely, including creating an offline folder, synchronizing offline folders, configuring startup options, and downloading messages.
- You will create, save, and test a custom form.

Outlook 2002: Level 3

Course Content

Lesson 1: Working with Contacts

- Topic 1A: Import a vCard
- Topic 1B: Create a Mail Merge
- Topic 1C: Generate a Map for a Contact's Address

Lesson 2: Communicating with E-mail Alternatives

- Topic 2A: Send and Receive Instant Messages
- Topic 2B: Subscribe to a Newsgroup
- Topic 2C: View Newsgroup Messages

Lesson 3: Tracking Work Activities using the Journal

- Topic 3A: Record a Journal Entry Automatically
- Topic 3B: Manually Record a Journal Entry
- Topic 3C: Modify a Journal Entry

Lesson 4: Configuring and Securing Outlook

- Topic 4A: Configure a Dial-up Connection
- Topic 4B: Add an Account to Your Profile
- Topic 4C: View Secure E-mail Options
- Topic 4D: View Security Zone Settings

Lesson 5: Interacting with the Internet

- Topic 5A: Publish Free/Busy Information over the Internet
- Topic 5B: Schedule an Online Meeting
- Topic 5C: Add an Internet Shortcut
- Topic 5D: Create a Folder Home Page
- Topic 5E: Insert a Hyperlink

Lesson 6: Working Offline and Remotely

- Topic 6A: Create Offline Folders
- Topic 6B: Make a Folder Available Offline
- Topic 6C: Create a Send/Receive Group
- Topic 6D: Download Messages

Lesson 7: Creating a Custom Form

- Topic 7A: Add Fields to a Form
- Topic 7B: Save a Form
- Topic 7C: Test a Form

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